

Class and Department Emergency Checklist

Students will look to you for guidance in an emergency. While these situations are unusual and rare, this document offers you information to protect yourself and your students and to assist you in serving as a calm leader in difficult situations.

Preparing for Emergencies

- Plan ahead – locate exits, fire alarms, fire extinguishers, Automated External Defibrillators (AED). See <https://prepare.duke.edu/programs/aeds-cpr/> for a list of AED locations.
- Locate lower-level interior hallways or rooms without windows that would accommodate your class in case of Tornado Warnings
- If appropriate (e.g., laboratories for research or teaching), locate eyewash stations, emergency showers, first aid kits, etc., and complete required safety training <https://www.safety.duke.edu/>
- Watch the Duke University Armed Shooter training video <https://prepare.duke.edu/prepared/armed-intruder/> and remember Run, Hide , Fight
- Discuss emergency actions with students
- Plan to call for assistance (Duke Police 919-684-2444) for medical emergencies, disruptive individuals, etc.
 - Know your room number _____
 - Know your building name _____

Leaving a Room During an Emergency (Run)

- Check that you know where each door in the classroom and office leads and practice taking a route to a building exit
- Have several different routes to leave the building
- Consider non-traditional paths – through other rooms, out first floor window, etc.

Securing a Room During an Emergency (Hide)

- Practice locking the classroom or office door; consider having a TA or student do this in an emergency
- Consider how you and other might hide in the classroom or office, including turning off lights
- Ensure you know your room number and building name

General Emergency Preparedness

- Emergencies:** Call Duke Police 919-684-2444 or 911 from a campus phone
- Support Resources:** Visit prepare.duke.edu emergency planning resources and more information and request a Classroom Emergency Procedure poster
- Concerning Behavior:** Visit <https://students.duke.edu/wellness/dukereach> for assistance with students exhibiting concerning behavior or visit <https://police.duke.edu/outreach-safety/concerning-behavior-and-violence-risk-assessment/> for concerning staff or faculty behavior. Early recognition and intervention reduce risk – there are people who want to help.
- Counseling:** For Duke faculty and staff, Personal Assistance Service (PAS) is available for short-term counseling and assistance
- LiveSafe Mobile App:** Download the Duke LiveSafe app at <https://prepare.duke.edu/programs/livesafe/> to text directly with Duke Police, among other features